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The Information Place To Be Open for ALA Midwinter

The Information Place will again be open at the Library of Congress for the American Library Association 1985 Midwinter Meeting in Washington, D.C. The Information Place, a hospitality center for ALA conferees who wish to visit the Library, will be located in Room LM 139 of the Madison Building and will be open from 10 a.m. to 2 p.m., Monday through Wednesday, January 7 through 9. Available through the center will be hourly general tours, computer demonstrations, special appointments, Library of Congress publications, Processing Services tours, optical disk demonstrations, and referrals. The phone number for The Information Place is 287-9200.

The annual carol sing in the Great Hall

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There is no *Staff News* insert in this issue of the LC *Information Bulletin.*

Book Collecting Lecture Published by the Library

Book Collecting: Personal Rewards and Public Benefits, a lecture by William P. Barlow, Jr., a well-known book collector from Oakland, Calif., has been published by the Library. The lecture and publication were sponsored by the Center for the Book in its series of Engelhard Lectures on the Book. As a collector Mr. Barlow specializes in the 18th-century English printer John Baskerville. He also has one of the largest and most significant collections of book auction catalogs in private hands. Mr. Barlow drew on his own collecting experiences in his lecture to succinctly describe his personal motivations; he also pinpointed some of the major benefits of private book collecting to scholarship.

The Engelhard Lectures on the Book, supported with funds contributed to the Center for the Book by Mrs. Charles W. Engelhard, are public talks that consider books in their many roles—as exemplars of the graphic and typographic arts, as transmitters of ideas, and as influences on society. Mr. Barlow's lecture, presented at the Library of Congress on December 7, 1983, was the first Engelhard lecture to deal directly with book collecting.

Single copies of the 22-page booklet *Book Collecting: Personal Rewards and Public Benefits,* No. 11 in the Center for the Book's Viewpoint Series, are available free upon request from the Library of Congress, Central Services Division, Washington, D.C. 20540.

Library Visitors during November

From Abroad

Austria—Rainer Bischof, head, Theatre Section, Cultural Department, Vienna.

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The *Library of Congress Information Bulletin* is issued weekly by the Library of Congress and distributed free of charge to publicly supported libraries and research institutions, academic libraries, learned societies, and allied organizations in the United States.

Comparable institutions and organizations in other countries may arrange to receive the *Bulletin* on the exchange basis by applying in writing to the Library's Exchange and Gift Division. All other correspondence should be addressed to the LC *Information Bulletin,* Information Office, Library of Congress, Washington, D.C. 20540.

A silkscreen poster of a cat in black, brown, and green by Saul Steinberg, which was commissioned for the Paris Review *in the 1960s. The poster is part of the exhibition, "Art Becomes the Poster: The American Art Poster 1962–1984," on display on the ground floor of the Jefferson Building.*

Exhibition in Hispanic Room Honors Alfonso X

An exhibition of works illustrating the life and achievements of Alfonso X of Spain was opened in the Hispanic Room on November 30 in conjunction with a symposium commemorating the 700th anniversary of the death of Alfonso X. The symposium was cosponsored by the Hispanic Division and the Embassy of Spain.

Alfonso X of Spain was a remarkable medieval monarch also known as "Alfonso the Learned." On view is his crowning achievement, the codification entitled *Las Siete Partidas,* a work that covers all aspects of life in the Iberian Peninsula and is also a compilation of medieval laws. In some respects this work can be considered a counterpart to the English *Magna Charta.*

Alfonso the Learned's wide-ranging interests also included astronomy, mathematics, history, and music. He was a superb poet, and his ballads in honor of the Virgin Mary, *Las Cantigas de Santa María,* are a classic of the Galician language.

The display also includes a facsimile copy of the *Cantigas,* an edition of the king's *Libros de saber de astronomía,*

the work *Las Cantigas, estudios arqueológicos de sus miniaturas,* and colorful illustrations from the canticles published by the Colección de Gráficos Españoles. Thematic scores and scales from the *Cantigas* further illustrate this significant achievement of Galician-Portuguese music and lyrics written in troubador style. Other items on view include the monarch's *Crónica de ajedrez, dados y tablas* and his *Primera crónica.*

The display, prepared by Reynaldo Aguirre, a bibliographer in the Hispanic Division, will continue until March 31, in the foyer of the Hispanic Room in the Jefferson Building, from 8:30 a.m. to 5 p.m., Monday through Friday.

An illustration for a set of poems by Alfonso X entitled "Cantigas del Rey Alfonso."

(Continued from p. 418)

Cameroon—Gertrude-Marie Oloa, chief, Bureau of Research and Editing, Ministry of Education and Culture, Yaounde.

Canada—William Smith, program evaluation officer, Public Archives; Terry Burbridge, consultant, Currie, Coopers & Lybrand, Ottawa.

England—Joy Dean, librarian, International Biographical Centre, Cambridge.

Federal Republic of Germany—Eleonore Linsmayer, Cultural Counselor, Embassy of the Federal Republic of Germany to the U.S., Washington, D.C.; Werner Tannof, reference librarian, University of Goëttinger.

German Democratic Republic—Reinhard Johann Mecek, University of Halle-Witten, Halle.

India—Prayag Shukla, editor, Art and Cultural Page, *Nav Bharat Times,* New Delhi.

Visitors look at "Wit's End: Drawings from the Swann Collection of Caricature and Cartoons," on view in the Oval Gallery through January 6.

Japan—Yoshitaka Ikuhara, International Exchange Section, Division for Interlibrary Services, National Diet Library; Junko Yokoyama, senior member, Acquisitions Section, Acquisitions and Processing Division, National Diet Library, Tokyo.

Kenya—Ralph M. Wanjohi, deputy registrar, Kenyatta University College, Nairobi.

Malawi—Peter J. S. Mpaso, clerk of the Parliament, Lilongwe.

New Zealand—R. N. Erwin, senior associate reference librarian, University of Christchurch Library.

Pakistan—Khaled Ahmad, assistant editor, *Pakistani Times,* Lahore.

People's Republic of China—Lu Zengbiao, editor-in-chief, *World Architecture,* Beijing.

Romania—Dan Grigorescu, head, Comparative Literature Department, University of Bucharest.

Thailand—Vibulpong Poonprasit, lecturer in American Government, Faculty of Political Science, Thammasat University, Bangkok.

Tunisia—Nejia Hasni, librarian, National Center for Scientific Documentation and Research, University of Tunis.

Venezuela—Beatriz J. Pina de Boscan, director, Information and Documentation Center, Venezuelan Congress; Thien Josefina Marcano Rojas, coordinator, Legislatikve Information Center, Venezujelan Congress, Caracas.

Yugoslavia—Mićo Rakić, Ambassador of Yugoslavia to the United States.

Zimbabwe—Chief Justice Enoch Dumbutshena, Associate Justice Ahmed Ebrahim and Associate Justice Charles Beck, Supreme Court, Harare.

Semiannual Report on Developments at the Library of Congress April 1 through September 30, 1984

Office of The Librarian

Council of Scholars

In April the Council of Scholars concluded its examination of "work" by sponsoring a two-day symposium of the topic. The opening lecture was "The Act of Work" by Professor Robert Heilbroner of The New School for Social Research. The session on "Comparative Work Ethics" consisted of papers by Jaroslav Pelikan, Yale University, "Judeo-Christian Work Ethics"; Joseph Kitagawa, University of Chicago, "Eastern Work Ethics"; and Sayyed Hossein Nasr, Temple University, "Islamic Work Ethics." Dean Mary Catherine Bateson of Amherst College was the commentator. In another session aspects of "Work Today" were considered. Papers were presented by Professor Michael Maccoby, Project on Technology, Work and Character, on "The Changed Meaning of Work"; Professor Ruth Cowan, SUNY, Stony Brook, on "Time's Arrow Makes the Difference: The Inequality of Men's and Women's Work"; and Professor Theodore Caplow, University of Virginia, on "The Division of Leisure in Contemporary Society." Professor Nathan Glazer of Harvard was the commentator. Publication of selected symposium papers is planned.

New council members selected during the fiscal year for two-year terms beginning in October are: Dr. Simon Ramo, president TRW; Professor Gertrude Himmelfarb, CUNY; Professor Cleanth Brooks, Yale University; Professor Robert Heilbroner, The New School for Social Research; Professor Joseph Kitagawa, University of Chicago; and Justice Potter Stewart of the Supreme Court of the United States.

Collections Development Office

A series of interdepartmental Seminars on Foreign Acquisitions, begun in December 1983, to discuss and review current Library policies and practices, was continued. The seven seminars held included all of Europe, Central America, the Caribbean area, Japan, North and South Korea, East Africa, and part of South America, and plans were made to cover the rest of the world. Among the topics discussed at all the seminars were the effectiveness of current acquisitions and selection policies; the strengths and weaknesses of the collections; ways of improving receipts through innovative methods; processing priorities; and cooperation with other research libraries.

Travel in the United States and abroad contributed substantially to the Library's acquisitions program. Emphasis was placed on visits to blanket order dealers and exchange partners in countries from which current receipts are less than satisfactory.

The publishing of materials in machine-readable formats, many of which are received as copyright deposits, led to the formation of an Ad Hoc Committee on Selection Policy for Machine-Readable Materials, and to the issuance of an Acquisitions Policy Statement providing that in selecting and acquiring such materials for its collections, the Library will apply the same criteria as to printed or microformatted materials. Because of the rapidly developing technology in this field, this policy statement will be revised and updated periodically in response to the Library's requirements.

By the end of the year, the reselection of the Descriptive Cataloging arrearages was subtantially complete. Of the nearly 80,000 volumes reviewed, 15 percent were discarded and a slightly larger number were transferred to divisional files or other institutions, primarily the National Agricultural Library and the National Library of Medicine. The remaining 54,000 volumes were earmarked for retention and will, in most cases, be given minimal level cataloging before being added to the collections.

Another project became necessary as a consequence of a recent Copyright Office decision to store for no more than five years deposits that were not originally selected for the Library's collections. Publications in this category that have accumulated since 1959 now fill 13,000 cartons and are being gradually reviewed for a final time by the Selection Office. The Rare Book and Special Collections Division has agreed to accept uncataloged one copy of all mass-market paperbacks (a category not originally selected) and to hold them as a special collection arranged by publisher. Other items being selected are second copies of notable children's books and publications of small presses.

The director of the Collections Development Office continued to represent the Library of Congress on the Collections Management and Development Committee of the Research Libraries Group and was appointed as the Library's representative on a standing committee on Collection Development of the Association of Research Libraries. Both committees, now working along parallel lines, work toward coordinated planning of collections development activities in North America and to provide both associations with guidance and recommendations in these matters.

Office of Planning and Development

The Planning Office has directed the work on the congressionally mandated survey of the Library's non-

congressional users. (A separate survey of congressional users was undertaken by the Legislative Liaison Office.) A nine-part survey plan was designed and the collection of data which would assist in the drafting of questionnaires and in defining the sample groups was completed. A detailed procedures document and nine distinct questionnaires were created. Thousands of questionnaires and follow-up cards were distributed and mailed. The Library will submit a final report to the Congress in February.

Working with the PREMARC Steering Group, the office helped develop a program for correction of errors in PREMARC records, and with a statistician, defined valid samples of records to assist in determining the extent and nature of these errors.

Legislation Pertaining to the Library

On July 17, the President signed into law P.L. 98-367, H.R. 5753, an Act making appropriations for the Legislative Branch for fiscal year 1985. For the Legislative Branch, this law provided funding through September 30, 1985, including funds for the operation of the Library of Congress in the amount of $236,010,000. Included in this appropriation were $137,492,000 for salaries and expenses, Library of Congress; $39,833,000 for the Congressional Research Service; $17,102,000 for the Copyright Office; $36,592,000 for Books for the Blind and Physically Handicapped; $3,318,000 for the collection and distribution of Library materials under the Special Foreign Currency Program; and $1,673,000 for furniture and furnishings.

The appropriation allowed the Library three positions for the U.S. newspaper project, one for the preservation program, and one for the folklife program. In addition, four indefinite positions were allowed for preparation of books, 32 indefinite positions to continue the inventory project, 13 special and temporary deck attendant positions, and five indefinite graduate assistants for the affirmative action program were approved. For the Congressional Research Service, four new positions were allowed: a paralegal assistant, one reference assistant, one analyst in social legislation, and one inquiry recorder. Two budgeted positions in CRS were released as a result of a joint Library of Congress/Congressional Research Service study on duplication in administrative services, thus giving CRS a net of two.

The sum of $5,709,000 was appropriated to the Architect of the Capitol for structural and mechanical maintenance and care and operation of the Library buildings and grounds during fiscal 1985.

On August 22, the President signed into law P.L. 98-396, H.R. 6040, an Act making supplemental appropriations for the fiscal year ending September 30. The act included an appropriation of $81,500,000 to the Architect of the Capitol for restoration and renovation of the Thomas Jefferson and John Adams Buildings, including new elevators in the Jefferson Building. The restoration and renovation work will result in the architectural and artistic features of both buildings being restored and preserved. In addition, a number of major mechanical, electrical, fire, and safety improvements will be undertaken, with the Jefferson Building in particular undergoing extensive restoration.

Also included in the supplemental was an appropriation to the Library of Congress of $11,500,000 for the design and construction of a Mass Book Deacidification Facility at Ft. Detrick, in Frederick, Md. Completion of this facility will allow for chemical treatment with diethyl zinc of the Library's collections, thus extending their useful life for hundreds of years. The facility will be capable of handling up to one million items from the collections a year. The President signed into law P.L. 98-427, S. 2418, on September 28, authorizing The Librarian of Congress to proceed with construction, operation, and maintenance of the Library of Congress Mass Book Deacidification Facility.

The President signed into law P.L. 989-367, S. 2556, a bill extending authorization for the American Folklife Center for fiscal 1985 and 1986. For fiscal 1985 an appropriation of $838,549 was authorized and $867,898 for fiscal 1986.

H. Con. Res. 355 was introduced on September 11 to establish a commission to study pay comparability in the Library of Congress and to evaluate the personnel policies and practices for compliance with Title VII of the Civil Rights Act of 1964. Hearings were held on the issue before the Committee on House Administration on September 12.

Library Buildings and Space

The Library Environmental Resources Office (LERO) gave high priority to the project for renovating and restoring the older Library buildings. Staff began semiweekly meetings on a continuing basis with the Construction Management Division, Architect of the Capitol (AOC). Both the AOC and LERO established agency task forces for the project and established divisions of responsibility and points of contact. Internal planning procedures for interim occupancy were established and LERO working groups began preparing drawings. Revised construction drawings and specifications were transmitted to the Library in August for final comment.

With funding approved during the last fiscal year the AOC began restoration of the Jefferson Building West Terrace and steps. Functional systems completion for the Adams and Jefferson sprinkler installations

was 91 percent complete at the end of September.

At year's end the General Services Administration completed a fire survey of Taylor Street Annex, but still had not set a beginning date for the renovation of the building. Much of the year was spent in resolving technical design problems associated with the plans for constructing cold storage film vaults in Bay 4 at Landover Center Annex. Procurement of building materials was finally initiated late in the year. The new shipping and receiving facility for the film vaults at Wright-Patterson Air Force Base was completed, although some of the work was not in compliance with building codes and must be redone. Partial upgrading of the HVAC systems for the film vaults was finished. The Library expanded its storage capacity at National Underground Storage in Pennsylvania occupying a newly developed 1,500 square foot private record center capable of housing 6,048 cubic feet of records.

Replacement of old furnishings in the James Madison Building continued with procurements being made for Research Services. Space changes in the Madison Building were ongoing throughout the period in response to various special organizational and operational needs and collections shifts continued in the stack areas in the two older buildings. Optical disk workstations were set up in all three buildings and design and installation was completed for the Copyright Office In-Process System (COINS).

The office acquired and put into service a computer-aided design and drafting system. This powerful system will greatly enhance the office's ability to perform improved space planning, analysis, and management functions for the Library's nearly four million square feet of space.

Management

Equal Employment Opportunity Programs

The activities of the Affirmative Action Office during this reporting period included the Target Series Job Information Fair, Affirmative Action Fellowships competition and awards, the Graduate Cooperative Education Program, and affirmative action recruitment efforts. In April a job information fair was held which consisted of a series of tables of senior staff and supervisors in each of the job series of the Target Series Program (social science analyst, librarian, computer science, copyright specialist, and technical information specialist). Two hundred ten staff members attended the fair and consulted the various experts on the opportunities available and qualifications required for the careers represented; 74 staff members indicated an interest in participating in career interest group activities. Career interest groups were established in September in the computer science, copyright specialist, and technical information specialist career fields. Senior managers in each field volunteered to be group leaders in interest group sessions and provided information on the nature of the duties and qualifications for positions in target fields.

Affirmative Action Fellowships were awarded in July to 36 out of 60 eligible staff members who applied. The fellowships, with a stipend of up to $1,200 for tuition and books, will finance study in the following career fields: administrative officer (11); librarian (7); computer science (7); social science analyst (5); copyright specialist (3); technical information specialist (1); foreign affairs specialist (1); and intelligence research specialist (1).

Fifteen graduate students participated in the Graduate Cooperative Education Program between June and September. There were 129 applicants for the 1984 summer program from over 30 universities. At the completion of the summer session most of the participants returned to graduate school. Five, having already completed their masters degrees, were eligible for one-year appointments which were made in October.

The Affirmative Action Office sent representatives to 15 colleges and universities for affirmative action recruitment during this reporting period. On four occasions, the visit was for a job fair or career days activities at the school.

As coordinator for equal employment opportunity data, the Women's Program Officer participated in numerous meetings and briefings to help managers understand the change to the data-driven affirmative action approach and oversaw the development of an automated report system for use until the integrated personnel system was completed.

The timing for the terms of membership on the Women's Program Advisory Committee was changed to begin and end in the spring to improve workload distribution. The committee sponsored two staff programs, one a male perspective of the women's movement, and the other on issues involved in being singie. The committee also cosponsored a program with the Hispanic Employment Program during Hispanic Heritage Week.

The Women's Program Officer assisted the Office of Personnel Management in the development of the government-wide Women's Executive Leadership Program and presented a workshop at an Office of Personnel Management national training conference. The office released an annual report on licensed day care centers, provided counseling and information referrals, and monitored sexual harassment and other equal employment opportunity and affirmative action case law.

During this reporting period there was a reorganization of the Equal Employment Opportunity Complaints Office (EEOCO) which is expected to result in a more effective and coordinated effort. The supervision of the EEOCO was transferred from The Deputy Librarian to the Associate Librarian for Management thereby bringing together the important activities of this office with others in the Office of the Associate Librarian for Management, particularly those of the Office of Personnel and Labor Relations. Appointments were made to the four EEO officer/investigator positions, one EEO counselor position, and part-time support staff positions, all approved during fiscal year 1983 for funding not to exceed three years.

At the beginning of the reporting period, 71 informal and 89 formal complaints were pending in the EEOCO. During the period, 68 new matters were received, totaling 228. Thirty-three matters became formal complaints. Forty informal and 19 formal complaints were resolved during this period, and 66 informal and 103 formal complaints were pending September 30.

Automated Systems Office

Online availability of the central processing units averaged 99.7 percent per month by the end of the fiscal year. The online systems, which are supported 96.5 hours per week, processed approximately 3.9 million transactions each month while servicing 2,200 terminals located in the Library and other sites on Capitol Hill. During June, the Computer Service Center began replacing older terminals with the new Comterm terminals. The new devices will be used to support the online cataloging and searching of the various Library online data bases. By the end of the reporting period, approximately 100 of these terminals were installed to support the searching functions of the online data bases. This task will be continued at the installation rate of 50 per month until all are replaced. During July the IBM 3033AP online system was upgraded to add additional performance to the processor and also included the addition of 8 megabytes of memory. The upgrade was done to improve online response time until a new faster central processor can be procured.

A project is under way to determine the Library's communication requirements through the year 2000. This project is directed at data, voice, and image transmission. One major effort of this project will be to determine if data and voice transmission are to be handled on the same system. A Local Area Network has been installed and is undergoing tests.

One phase of the Optical Disk Pilot Program is the Document Storage and Retrieval System. In this system, documents, such as high use journals and rare collections, are scanned and written in digital form on optical disks. This advanced venture is in the test and preproduction phase. The Library staff developed design specifications, managed the development and integration of all equipment, developed the software, and trained operators to input documents into the system. All aspects of the system are functioning, and a data base is being developed.

The Systems Programming Office continued the development and testing of the Systems Network Interconnection component of the Linked Systems Project (LSP/SNI). This system will be used for transfer of name authority data among the Library of Congress, the Research Libraries Group, and the Washington Library Network. To assist the Office Automation Task Force, several software packages were installed for evaluation as office productivity aids.

The Technical Systems Office produced several major products and enhanced releases to the facility software which underlies the user application programs. Work on the Document Processor, a generalized facility which embodies printing standards for creating and maintaining documents online and for printing them on the Xerox 9700 laser printer, was completed. The Information Screen Facility was released with the Automated Systems Office and the Congressional Research Service as the first users. It allows a user department to set up a series of information display screens and menus to provide current information on any subject. An enhancement to the PRINT command enables users of the SCORPIO Print subsystem to receive a daily printed log of all jobs that were printed. Crossfile Browse in SCORPIO allows searching of up to six data files simultaneously with one search command. Enhancements were made to the Subject Index Term (SITM) subsystem of the CRS Bill Digest System. Significant improvements in response time for users were made when the MUMS-based FIND command was changed to include query form evaluation and prioritizing of performance impacting searches.

In support of Research Services, the PreMARC file of more than 3.8 million records was fully indexed for SCORPIO searching. Previously searchable only through MUMS commands, the enhanced search capability allows online search access to the entire retrospective and current LC catalog of English language works and a growing number of the foreign language works.

In support of the Law Library, a contract was completed under the direction of the User Applications Office to design a new data entry system for the Hispanic Law Division which will provide a more accurate and efficient input capability for records which comprise the Index to Latin American Legislation.

In support of National Programs, work was begun by ASO and a contractor to link the PC/MIS (Produc-

tion Control/Management Information System) system data with the ASO mainframe and minicomputer data bases for NLS/BPH cataloging.

A new MUMS application was placed in production to permit the online input and update of Music records. The Books system was upgraded to permit the inputting of records for special collections such as pamphlets.

In support of the Copyright Office, assistance was given to the American Society of Composers, Authors and Publishers (ASCAP) to regenerate their data base of selected items from COPICS with improved data content.

Further progress toward providing management information systems for administrative use within the Library has been made with the acquisition of commercial software packages, and the use of higher level languages and applications generators. A natural language query system package was procured and is in test for use with the new personnel data base. Work proceeded on the adaptation of a commercial personnel data system to the needs of the Library. Initial implementation is anticipated early in fiscal 1985.

Buildings Management Division

The Buildings Management Division Office formed an automation committee to establish goals, budget projections, automation priorities, and procedures for the orderly development of a comprehensive and efficient office automation program. Significant progress in the development of the division's program is expected in the coming year.

While the Library's attention to fire safety continues undiminished, much has already been achieved and the remainder is largely the responsibility of the Architect of the Capitol to implement under the renovation program. The implementation of the fire defense plans for the Jefferson and Adams Buildings is a major objective of the renovation; and review of renovation plans and specifications received priority attention of the Safety Office during the first and last quarters of the year.

The installation of fire sprinkler systems in the Jefferson and Adams Buildings bookstacks which began last year was near completion by year's end. Only the final connections to the water source and completion of the annunciation system remains to be accomplished.

Central Services Division

During the second half of the fiscal year the Paperwork Management staff made 11 visits to 12 congressional offices to provide advisory service on records management; processed 393 forms which included 51 new forms, 77 revised forms, and 265 reprints; destroyed 74 cubic feet of records in accordance with established Records Disposition Authorizations; and transferred 319 cubic feet of records to the in-house storage facility and another 2,437 cubic feet of copyright records to the Washington National Records Center.

Construction of a 1,500 square foot records center at the National Underground Storage in Boyers, Pa., was completed in May. This new center will accommodate 6,000 one cubic foot boxes. A total of 1,114 boxes containing 60,922 reels of microfilm are now stored at this facility.

Because of the divestiture of AT&T during the year, the Library will acquire, by way of a full pay-out lease, ownership of the existing installed telephone equipment on November 15. Maintenance by AT&T will extend to January, after which it is planned that all equipment installation and maintenance work will be provided by Library staff.

Personnel and Labor Relations Office

To heighten bicultural awareness at the Library, the Library participated for the first time in the observance of National Hispanic Heritage Week with a number of activities ranging from a panel discussion to a musical concert.

In July a part-time position of handicapped program coordinator was established with responsibility for counseling staff members and supervisors on issues relating to the handicapped and developing liaison with community services in order to provide more comprehensive services to the Library staff.

On April 17, the Health Services Office sponsored the first annual Health Fair with 18 different public and private organizations participating. The fair had as its emphasis ways to maintain good health.

The Staff Training and Development Office participated in the Affirmative Action Fellowship Program by counseling the 36 participants selected for the program and conducted or coordinated a total of 45 training courses. Five training sessions on the Library's policies and procedures for dealing with troubled staff members were conducted during this period. Over 100 supervisors, union stewards, and other agency personnel participated in the one-day session.

On May 9, the Library recognized 261 staff members, individually or in groups, whose work performance, suggestions, or special achievements warranted an honorary or cash award.

Workloads throughout the Personnel and Labor Relations Office were consistently heavy during this entire period. The Recruitment and Placement Office processed 20,776 applications, of which 4,430 were from Library staff; administered 5,265 tests; and conducted 155 rating panels which rated 4,137 applications. Recruitment and placement specialists interviewed 1,176 outside applicants and 402 staff members

and held 832 meetings with management personnel. Vacancy announcements issued totaled 450, of which 300 were extended postings. The Position Classification and Personnel Operations Offices established 115 new positions, redescribed 53, and either amended or canceled a total of 85 position descriptions. The Personnel Operations Office processed 490 appointments, 496 promotions, 385 transfers and reassignments, and 294 resignations. There were 27 retirements. One hundred forty-eight staff members received "Quality" step increases and 177 received "Outstanding" ratings during this period.

The Labor Relations Office received nine new unfair labor practice charges. Four were withdrawn with FLRA approval and five are pending. Twenty-three grievances filed by labor organizations under the negotiated grievance procedure and three filed under the agency grievance procedure were processed with the Library's position being sustained in most cases.

The Health Services Office reports a total of 9,549 visits to the various health rooms and approximately 1,250 counseling sessions with both staff members and supervisors. More than 650 staff members were counseled by the Staff Relations Office on a variety of work related and personal problems and 775 consultations were held by staff relations specialists which focused on such topics as interpretation/application of Library of Congress Regulations, managing the troubled employee, leave abuse, and human relations issues.

Photoduplication Service

The Photoduplication Service ended fiscal year 1984 in the black, despite the fact that the service is operating on the price structure established on October 1, 1981. This was accomplished through careful control of staff costs and more consistent productivity. At the close of the reporting period a study is in progress to establish more specific cost allocations for all services which will result in some pricing adjustments.

The conclusion of the fiscal year marked the tenth year that the service has been engaged in the cooperative program to film the world's national gazettes. The service, which is responsible for Latin American gazettes, has filmed 1,251 reels of post-1971 gazettes (178 reels in fiscal year 1984) and 4,714 reels of pre-1970 gazettes (261 in fiscal year 1984) for 20 Latin American countries. Parties interested in these files should contact the Photoduplication Service and ask for circular 235.

In May, the filming of the Holland Land Company records was concluded. These records, located in the Municipal Archives of Amsterdam, chronicle the sale of five million acres of land in New York and Pennsylvania between 1789 and 1869. Fredonia State University College of New York secured funds for the production of the negative in the Netherlands and the service provided quality control. In all, 201 negative reels were shipped to the service for the testing and the printing of two positive copies, one for the Library of Congress and one for Fredonia. The master negative is now in the hands of Fredonia. Institutions interested in copies of this collection should contact Fredonia.

During this reporting period, the Photoduplication Service issued eight circulars on research materials recently filmed which will be of interest to research institutions. Titles and issuing numbers were: Felix Frankfurter Papers (385), *Russko-Amerikanskii-Pravoslavnyi Vestnik* (386), The Portuguese Pamphlets (387), Albert Schatz Collections (388), U.S. Gold Commission Documents, 1981–1982 (389), Russian Imperial Government Publications (390), *The Workman* (391), and *Le Menestrel* (392). Researchers and institutions interested in copies of these circulars should contact the Library of Congress Photoduplication Service, Department C, Washington, D.C. 20540.

Procurement and Supply Division

A revision to the Federal procurement law which increased the threshold to formally advertise procurements from $10,000 to $25,000 had a significant impact on the Library's purchasing activity. Noticeably changing the methodology of procurement handling, and establishing a broader range for small purchases, the number of formally advertised procurements was not coincidentally diminished.

Implementation of the Federal Acquisition Regulation which replaced the Federal Procurement Regulations, changed the entire solicitation structure and necessitated revisions to several standard clauses and procedures.

The Contracts Section formally advertised 51 procurements on a competitive basis and 11 procurements advertised as an intent to negotiate with a specific vendor.

National Programs

Federal Library Committee
(Federal Library and Information Center Committee)

The major achievement of the Federal Library Committee during this period was the reorganization of the committee, as announced in the *Federal Register* on October 3. At the December 20, 1983, business meeting, committee representatives had voted to approve changes of the FLC purpose statement and name, and to expand the membership. The changes were reviewed with the Office of Management and Budget in May. The Librarian of Congress approved the changes in July. FLC's new name is the Federal

Library and Information Center Committee (FLICC) and the expanded membership includes: Administrative Office of the U.S. Courts, Defense Technical Information Center, Government Printing Office, National Technical Information Service, and Office of Scientific and Technical Information. The Library of Congress, the National Library of Medicine, and the National Agricultural Library remain as members, as do each of the Executive Departments and the National Archives and Records Service, National Aeronautics and Space Administration, National Science Foundation, Smithsonian Institution, Supreme Court of the United States, U.S. Information Agency, and the Veterans Administration.

Rotating members were increased from six to ten, and selections are made from the three branches of government, agencies, boards, committees, and commissions. In addition to OMB, observers' status includes the General Accounting Office, General Services Administration, Joint Committee on Printing, and the National Commission on Libraries and Information Science.

The committee makes recommendations on Federal library and information policies, programs, and procedures to Federal agencies and to others concerned with libraries and information centers. The committee coordinates cooperative activities and services among Federal libraries and information centers and serves as a forum to consider: (1) issues and policies that affect Federal libraries and information centers, (2) needs and priorities in providing information services to the Government and to the Nation at large, and (3) efficient and cost-effective use of Federal library and information resources and services.

And the committee promotes (1) improved access to information, (2) continued development and use of the Federal Library and Information Network (FEDLINK), (3) research and development in the application of new technologies to Federal libraries and information centers, (4) improvements in the management of Federal libraries and information centers, and (5) relevant educational opportunities.

New Education Subcommittee: Chaired by Ruth Smith (NTIS), this group considers and plans general education programs for members of FLICC and the Federal library and information community. It has proposed the topic "International Information Flow" for the committee's next major forum in February. The subcommittee issued a needs assessment survey to committee members, whose responses indicated at least three types of educational programs needed: issues forums, seminars, and regional meetings and workshops. Future educational programs will not duplicate training seminars or workshops sponsored by FEDLINK.

During the year, the committee presented four seminars relating to contracting for commercial services (A-76), three seminars on "Management Effectiveness Study," and two seminars on "Performance Oriented Work Statement."

Program Development Group: The Program Development Group of FLICC was established to consider ways of improving and facilitating communications relating to library technology and automation. The group, chaired by Sam Waters (NAL), will emphasize coordination and the need for exchange and learning from each other. Joint projects and activities with a national emphasis will be encouraged and recommended to committee members. Suggestions were made for a directory of applications of information technology, a listing of ongoing projects, updated newsletter, and forums.

Contracting for Commercial Activities: A study, "What A-76 Means to Federal Libraries," by Joseph Becker of Becker and Hayes, Inc., Santa Monica, Calif., was submitted to the executive director and distributed to committee members. The study is divided into four parts: a review of the historical development of A-76; an explanation of the growth of library contracting in Federal libraries; a presentation of concerns raised by Federal library managers and a summary of procedures for Federal agencies to follow in order to comply with the provisions of A-76.

Federal Library and Information Network: At the end of the fiscal year 1984 FEDLINK grew nationwide to approximately 600 agency libraries, information centers, and offices, cooperating in the use of 30 contractual services that resulted in 1,246 interagency agreements for approximately 20 million dollars of service. Of the 1,246 agreements, 947 were renewals, 299 new. The large number of new agreements is the result of the promotion conducted during a marketing analysis study completed in fiscal year 1984. These figures represent increases of approximately 20 percent in participating agency libraries, information centers, and offices. There was approximately a 50 percent increase in total service dollars. The growth in use of online retrieval services was 21 percent. And the number of Federal libraries using the OCLC products and services contract grew to 429, a 10 percent increase.

Marketing Analysis Project: At the request of the Project Review Group, RMG, Inc., four approaches to a comprehensive bibliographic data base or a serials data base were investigated: (1) hosting either data base on a dedicated computing environment acquired and operated by or in behalf of FLC/FEDLINK and its participating members, (2) hosting either data base as private and/or public files on a commercial data base system, (3) hosting either data base in a shared com-

puting environment where parties have a mutual interest in the data base, or (4) periodic publishing of either data base in the form of digitally encoded video and/or compact audio disks suitable for search and retrieval through local microcomputer systems.

Given the high initial and ongoing monthly costs, the lack of initial funding to establish such a capability, and the uncertainty of sustaining adequate levels of use and cost of recovery, RMG recommended that neither type of data base as a stand alone system or a system hosted by a commercial data base vendor be established. Further RMG recommendations were: (1) an expanded program of education and training through seminars and workshops, (2) the initiation of contracted document retrieval and delivery services, and (3) a more active program of library and information center consultation services. Such consultation services should include, but not be limited to planning, evaluation, and acquisition of automated library systems by Federal libraries.

Microcomputer Demonstration Center: The center opened in January for demonstration and consultation with three microcomputers: an Apple II+, a BMC if800, and an IBM PC. By year end, the resources included a Compaq portable computer and a Tandy TRS-80 Model 2000. After an initial purchase of basic software for word processing, electronic spreadsheet, telecommunications, and data base management (and some welcomed publicity in *Government Computer News*), several software vendors sent in demonstration kits and in some cases fully operational copies of software.

The center also has access to two OCLC M300 (IBM PC) terminals in the FEDLINK offices. These terminals have been used to test products for compatibility with the M300. Various software packages have been tested successfully with the most significant difficulty being matching the right OCLC keyboard keys to IBM PC compatible software. Other tests have included the IBM color graphics adapter board and monitor, an IBM 3270 terminal emulation board (for connection with FAXON), and the IBM expansion unit with 10MB hard disk.

In September, the center began offering computer based bulletin board services. These operate on the BMC if800 computer with a Hayes 1200 auto-answer modem. Any FEDLINK member library may call, initially sign on as GUEST and register as a user. Users may leave messages and questions for the system operators (SYSOP) or other users. The bulletin board is a means of information exchange among FEDLINK members.

National Library Service for the Blind and Physically Handicapped

Approval was received to purchase hardware for the Reader Enrollment and Delivery System (READS) automated system implementation and development of software for NLSNET. READS is the microcomputer-based local area network to support book circulation, magazine subscription, machine inventory, and NLS statistical reporting functions of the NLS Music Section, NLS Multistate Centers, and three network library test sites.

The American Foundation for the Blind has begun an overview of braille in the United States. Kathleen Heubner, chair of the Steering Committee, visited NLS to discuss selection methods and production techniques.

Approximately 250 network, state, public, and special librarians, as well as librarians from Canada, Denmark, and Australia, gathered in New York City for the 1984 National Conference of Librarians Serving Blind and Physically Handicapped Individuals, July 9–13. The conference provided an opportunity for NLS staff and its network of cooperating libraries to report on activities and exchange information.

The American Library Association *Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped* were received and distributed. The standards will be available in braille and recorded forms.

NLS director Frank Kurt Cylke visited the Library for the Blind in Brussels, and participated in the Expert Meeting of the Section of Libraries for the Blind of IFLA in Amsterdam.

Two international directories were produced in cooperation with the IFLA Section of Libraries for the Blind and distributed: *International Directory of Braille Music Collections* and *International Directory of Libraries and Production Facilities for the Blind.*

American Folklife Center

The "Washington Conference on Folklife and Automated Archives: Interdisciplinary Approaches" on April 26–28 was the Center's first major program during the latter half of the fiscal year. Organized by Richard S. Thill of the University of Nebraska at Omaha, with funding from the L.J. and Mary C. Skaggs Foundation, the center's conference described several projects that have successfully created automated data bases for music collections, such as the Rigler and Deutsch Record Index and the Bronson Data Base Project.

The House Subcommittee on Census and Population, chaired by Congresswoman Katie Hall (D-Ind.), turned to the Folklife Center for help in considering H.R. 1706, a bill that would make the western style square dance the national dance. Gerald E. Parsons, reference librarian, served as research assistant to the subcommittee staff prior to a June hearing. In August, Congresswoman Hall and members of the

subcommittee found insufficient support to mark up the bill and report it out of committee.

Carl Fleischhauer continued to assist the Library's Optical Disk Nonprint Pilot Program during 1984, as chairman of the Nonprint Experiment Design Committee. In presenting the program in March in Los Angeles at a meeting sponsored by the Motion Picture Association of America, Mr. Fleischhauer informed members about the program in an effort to gain their support and permission to use copyrighted material in the pilot disks.

An interagency agreement between the Library and the National Park Service was signed into effect on May 11. The two-year agreement calls for the creation of a steering committee by the two agencies to implement directives included in their cooperatively produced report *Cultural Conservation: The Protection of Cultural Heritage in the United States.*

Alan Jabbour, director of the Folklife Center, attended the July 16 meeting of the Advisory Council for Historic Preservation and reported on the center's *Cultural Conservation* study. The council voted to revise their guidelines in accordance with the study's recommendations and to invite The Librarian of Congress to attend future meetings as a formal observer. Alan Jabbour was designated by The Librarian as the official representative at the meetings.

Staff members Peter Bartis, Elena Bradunas, and Mary Hufford began a long-term initiative focusing on folklife and higher education. The initiative encompasses five proposed projects, the first of which—a two-day colloquium of folklore educators—took place on September 13–14. Sixteen participants invited by the Folklife Center and the American Folklore Society discussed a range of topics, including the current strength of university folklore programs, employment opportunities, and how the society and center can spur support for folklore and higher education.

After closing at the Library of Congress on October 2, 1983, *The American Cowboy* exhibition toured the United States and Canada as part of the Library's Traveling Exhibitions Program. From the Denver Art Museum in March, the exhibit went on to the Glenbow Museum in Calgary, Alberta, in June, where its booking coincided with the 1984 Calgary Stampede. The exhibit's final display was at the San Jose Museum of Art in San Jose, Calif., where it closed on November 4.

The first volumes of *The Federal Cylinder Project: A Guide to Field Cylinder Recordings in Federal Agencies* (Studies in American Folklife, No. 3) appeared in July. Volume 1, *Introduction and Inventory,* contains an indexed listing by collection of more than 10,000 field-recorded wax cylinders for which preservation tape copies exist at the Library of Congress. Volume 8, *Early Anthologies,* describes Benjamin Ives Gilman's cylinder recordings from the 1893 World's Columbian Exposition and the "Demonstration Collection" edited by Erich Moritz von Hornbostel and issued shortly after World War I by the Berlin Phonogramm Archiv.

Children's Literature Center

During the summer months the Children's Literature Center filled the position of library technician and the staff enjoyed additional assistance from a student researcher.

The annual annotated bibliography *Children's Books 1983* was issued and work was begun on a publication with the tentative title, *Discovering Children's Books and Other Resources at the Library of Congress.*

Planning proceeded on speakers, theme, and schedule for the Children's Book Week Symposium in November. The program, cosponsored by the Center for the Book, was: "Stepping Away From Tradition: Children's Books of the Twenties and Thirties."

Center for the Book

The Center for the Book continued its full program of symposia, lectures, projects, and publications during the reporting period. The center's projects and publications are supported by private, tax-deductible contributions and occasionally by funds from other government agencies. Major supporters in 1984 include McGraw-Hill, Inc., Time, Inc., Mrs. Charles W. Engelhard, and the U.S. Department of Education. Three publications were issued between April and September 1984: *The Book Enchained,* a lecture by Harrison E. Salisbury; *U.S. Books Abroad: Neglected Ambassadors,* by Curtis C. Benjamin; and a new promotional brochure funded primarily by the R. R. Donnelley & Sons Company, *A Nation of Readers: The Center for the Book in the Library of Congress.* Special events hosted by the Center for the Book included a program and reception honoring the Association of Book Travelers on its 100th anniversary, a meeting of the USIA Task Force on U.S. Books Abroad, two meetings of the Secretary of Education's Study Committee on the Quality of Textbooks and Other Instructional Materials, a program on publishing industry archives combined with a reception for members of the Society of American Archivists, and a symposium on "Calligraphy and the Japanese Word," sponsored with the Asian Division of the Library of Congress.

Over 75 members of the National Advisory Board attended the board meeting on April 11–12, which was chaired by Simon Michael Bessie, director, Harper & Row Publishers. The Librarian's "book in the future" study was the major discussion topic. Board members also agreed to cooperate with the Broward County (Florida) Library's plan to establish a Florida Center

for the Book. The center's major reading promotion projects continued to flourish. The projects and the center's partners in each are: Read More About It (CBS Television and CBS Network Radio), Cap'n O. G. Readmore (ABC Children's Television), Books Make a Difference (Xerox Education Publications), and A Nation of Readers (the U.S. Postal Service and the American Library Association).

Educational Liaison Office

The Educational Liaison Office was host to many distinguished visitors during the past six months. While the number of official visitors varies from month to month, April set a near record, with 808 official visitors. Among the thousands who visited the Library were Her Highness, Princess Galyani Wattana of Thailand; members of the Brazil, Spain, Trinidad, and Venezuela parliaments; the ambassadors of Japan, Algeria, and Yugoslavia; the national librarians of Pakistan, Sri Lanka, and Yugoslavia; and the librarian from one of the largest universities in the world, Nihon (Japan) University. The annual influx of regular visitors reached new heights in the April–June period. During June, 6,462 visitors joined the tour leaders in the Jefferson Building.

The office coordinated with Ellen Hahn, chief, General Reading Rooms Division, the Sixth Assembly of State Librarians in April. Among other groups receiving special tours and briefings were the U.S. Army Foreign Area Officers, World Wildlife Fund Board, and the Metropolitan Washington Council of Governments Library Council.

Among the special events were the Center for the Book's Engelhard Lecture, the Council of Scholars' symposium on work; the Truman Centennial Breakfast Symposium; the opening of the Japanese calligraphy exhibition; the presentation of the WOR radio archives and the dinner, concert, and reception which announced the plans for the new Gershwin Room after the renovation of the Jefferson Building.

Exhibits Office

During the second half of the fiscal year the Exhibits Office prepared and installed five exhibitions within the Library complex on Capitol Hill and a sixth in the Performing Arts Library in the John F. Kennedy Center. These exhibits included: the "41st Annual White House News Photographers Association Awards Exhibition," an exhibition of photographs taken by White House news photographers whose assignments take them all over the world. The show featured over 150 award-winning photographs and news video tapes of events occurring in 1983; "The Grand Interpreters: Personalities in Opera in America," costumes, costume designs, set designs, and scores of American composers on loan from the Metropolitan Opera, as well as more than 100 photos of opera stars from the Library's Charles Jahant Collection, are exhibited in the Performing Arts Library; "The Truman Era: Issues and Images," in celebration of the centennial of the birth of Harry S. Truman, 50 original cartoons conveyed the major issues of the Truman era are on view; "Words in Motion: Modern Japanese Calligraphy," in a first-ever exhibition of its kind, more than 130 examples of Japanese calligraphic art, historic documents, and a video presentation were exhibited in cosponsorship with *Yomiuri Shimbun,* a leading Japanese newspaper; "Images of the World: The Atlas through History," taken from the Geography and Map Division, more than 200 atlas volumes and plates are presented chronologically from the late 15th century to the present; and "Flight in Film," an exhibit of 13 posters and film stills from the Prints and Photographs Division celebrating a joint National Air and Space Museum/Library of Congress film series.

Exhibitions in developmental stages which opened in December were "The Realm of Folly: English Caricature from 1620 to the Present," "The Book and Other Machines," the "13th Annual LC Employee Art and Craft Show," a permanent exhibit about the Copyright Office, and an exhibition drawn from the Library's poster collection of American artists dating from 1962 to 1984.

The Exhibits Office coordinated the lending of 328 items from the collections of the Library to supplement exhibitions in 26 museums including museums in Germany, Japan, Italy, and Hungary.

Publishing Office

A milestone was reached in May when the Publishing Office brought out the tenth volume of *Letters of Delegates to Congress, 1774–1789,* edited by Paul H. Smith. With this most recent compilation, which includes documents from June 1 to September 30, 1778, the series now totals 7,735 pages and covers four of the Nation's most crucial years. Still a decade away from completion, *Letters of Delegates* has already become an indispensable source of firsthand information on the ideas and people who shaped the American Republic.

Gourmets, rare book aficionados, and social historians will all find food for thought in Leonard N. Beck's *Two "Loaf-Givers," or A Tour through the Gastronomic Libraries of Katherine Golden Bitting and Elizabeth Robins Pennell.* The title, a reference to John Ruskin's proposed derivation of the word *lady* from "bread-giver" or "loaf-giver," is a tribute to the two ladies who presented their superb and extensive collections of cookbooks to the Library of Congress. The author reviews the most important books in these collections and records the connection of cookery with significant historical events and

with famous men and women in politics, literature, and the arts.

A number of recent special publications were devoted to persons of international note. *Kemal Ataturk: A Centennial Bibliography (1881–1981),* compiled by Abraham Bodurgil, is a definitive reference tool whose more than two thousand entries list virtually all the pertinent works published in western languages and Russian. *Ignacy Jan Paderewski, 1860–1941,* by Janina W. Hoskins, provides a biographical sketch and a selective list of reading materials relating to the great concert pianist and composer who was also Prime Minister of Poland immediately after World War I. And finally, the office published two additional lectures delivered at the Library under the auspices of the Gertrude Clarke Whittall Poetry and Literature Fund, Richard Ellmann's *Oscar Wilde at Oxford* and Reed Whittemore's *William Carlos Williams: "The Happy Genius of the Household."*

As the second in a series of occasional papers of the Library's Council of Scholars, the Publishing Office brought out *Theories of Criticism: Essays in Literature and Art,* which included an essay by M. H. Abrams entitled "Literary Criticism in America: Some New Directions" and one by James Ackerman entitled "Interpretation, Response: Suggestions for a Theory of Art Criticism." Still other lectures that became books this year included *Book Collecting: Personal Rewards and Public Benefits,* by William P. Barlow, Jr., the ninth in the series of the Center for the Book's Engelhard Lectures on the Book; *The Book Enchained,* by Harrison E. Salisbury, a talk sponsored by the Center for the Book and the Authors League of America; and *United States-German Relations, Past and Present,* three papers presented by Willard Allen Fletcher, Stephen F. Szabo, and Stanley R. Sloan at a symposium commemorating the 300th anniversary of German settlement in the United States.

The office published three reports in the *Library of Congress Acquisitions* series, covering recent additions to collections in the custody of the Geography and Map division, the Manuscript Division, and the Rare Book and Special Collections Division. *Children's Books 1983,* an annual list compiled by Margaret N. Coughlan and a committee of children's book specialists, described 176 works selected for literary merit, usefulness, and enjoyment.

The second edition of *Panoramic Maps of Cities in the United States and Canada: A Checklist of Maps in the Collections of the Library of Congress, Geography and Map Division,* compiled by John R. Hebert and revised by Patrick E. Dempsey, includes 609 new entries, bringing the total to 1,726. An introduction describes the panoramic map industry in Victorian America, and 27 illustrations offer a representative sample of panoramic maps from the collections. *Federal Information Policies: Emerging Issues on Managing Information Resources,* prepared for the Federal Library Committee by Nancy E. Gwinn, is a brief report of a forum sponsored by the Committee in February. *Czech and Slovak Literature in English: A Bibliography,* by George J. Kovtun, covers translations of prose and poetry, criticism and literary history, and works by individual authors. *The Card Catalogs of the Library of Congress: A Brief Description,* by Barbara Westby and William J. Sittig, is a comprehensive guide to the Library's general and special catalogs. And *Antarctic Bibliography: Indexes to Volumes 8–12,* edited by Geza T. Thuronyi, includes author, subject, geographic, and grantee indexes to the scientific and technical studies on Antarctica abstracted in *Antarctic Bibliography* from 1976 through 1982.

In addition to its overall responsibility for the editing, design, and production of the Library's publications, the Publishing Office prepared *Library of Congress Selected Publications, 1984,* an illustrated sales catalog listing some of the most important Library of Congress books produced through the Government Printing Office, and *The Library of Congress Card and Gift Catalog, 1984–1985,* presenting such additional Publishing Office products as greeting cards (twenty new designs this year, and thirteen of the all-time favorites from years past), photograph reproductions, books about the Library and its collections, and map facsimiles, together with a variety of other gift items. The office is also responsible for compiling and publishing the *Annual Report of the Librarian of Congress* and for publishing the summary annual report prepared for general distribution by the Information Office.

Congressional Research Service

With an increasing, record-setting workload in the Congressional Research Service, considerable effort was made in the application of new technologies during the second half of fiscal year 1984. The director convened an ad hoc study group on the large-scale introduction of microprocessors. By the end of the year, training for staff in the use of electronic spreadsheets and data base management systems had begun, and the first increment of microprocessors had been ordered.

During this period, 242,700 research requests were completed in a wide variety of types of response. This figure was 21 percent higher than the previous six months and is the largest number ever during a six-month period. May and June were the busiest months with 44,600 and 44,700 completed requests, respectively. The average number of requests completed per work day in June was 2,129, which surpassed the previous all-time record of 2,075 in August 1982.

Substantial reports were prepared on topics as diverse as political action committees, economic statistics, direct Federal support for technological innovation, raising the retirement age for Social Security benefits, the congressional veto, domestic crude oil production projected to the year 2000, American Indian affairs, Soviet policy toward Japan, selected references on Central America in turmoil, and the measurement and distribution of family income.

More than 25 committee prints included Congressional Research Service studies and reports, on such subjects as nomination and election of the President and Vice President, Congress and foreign policy, the role of the Senate in treaties and other international agreements, acid rain, binary weapons, and space activities.

A total of 59 new issue briefs became available during this period, in which 135,000—or 22,500 per month—were distributed. New titles dealt with such topics as prohibition of sex discrimination in education, U.S.-Israel free trade area, housing news and tables, Indian health care improvement act, Federal assistance to libraries, workers' "right to know," and the sunset of the Civil Aeronautics Board. An interdivisional/interdisciplinary effort which has proven to be a valuable resource to the Congress is a continuously updated issue brief on selected legislative issues.

The distribution of Info Packs continued to set records. An average of more than 17,600 were distributed every month for a total of 105,850 for the six-month period, a new high. July's monthly high of 20,000 was quickly surpassed by August's 20,700. Info Packs continue to reflect the areas of most intense congressional interest, and some of the most popular topics were the Deficit Reduction Act, the Grace Commission, Central America, school prayer, acid rain, and immigration.

Renovation in the main offices of the Congressional Reference Division was completed in September to provide more efficient work space and storage space for the Info Pack program. Work stations for the production team were consolidated in the front of the division and the Info Pack team was moved to the center of the division and outfitted with assembly tables. An innovative program with area library schools brought four practicum students to the division over the period. These students provide support to the division in handling the high volume of requests and enjoy a rich learning experience in reference librarianship.

The number of congressional subscribers to the Selected Dissemination of Information service reached a new all-time high of 621. The series titled *Overviews* became available during this period. *Overviews* are illustrative collections of editorial comments and public opinion polls on national issues. Each issue is on a single topic and includes local or regional concerns on such topics as acid rain, U.S.-Soviet relations, international trade, and women and minorities. All serials, including legal periodicals, are now being checked-in online using the Faxon LINX system. Faxon has completely replaced the manual check-in. Four microthesauri were produced, each on a specific topic and including search terms and cross-references from the Legislative Indexing Vocabulary. They are designed to provide a streamlined guide for searching the CRS-produced data bases.

Graphics support to the research divisions continued to increase. The Information System Section's expert in this field designed and implemented a department-wide training program, produced scores of graphs and charts for the research divisions, and brought into production a new stand-alone graphics system within Congressional Research Service to supplement the existing system.

Seven institutes were conducted for Member and committee staff having legislative responsibilities and three for field office staff. Attendance at the legislative institutes numbered 462. There were 163 participants in the District/State Office programs. The Capitol Hill Information Seminar, which acquaints new staff with the information resources of the Hill community, was offered twice and drew a total of 159 attendees.

Among the topics featured in the issue-oriented seminars for Members and their staff were political broadcasts, monetary policy, agricultural trade, U.S. economic policies and the world economy, separation of powers, separation of church and state, education policy, the effect of deficits and interest rates on the recovery, and U.S. relations with China. In conjunction with the joint House-Senate-CRS Orientation and Training Task Force, a "computer literacy" seminar for congressional administrative and legislative assistants was offered twice. Altogether, 930 Members and staff attended the 42 seminars offered during the period.

Besides several hundred tailored briefings on legislatively related topics, CRS staff gave 98 briefings for 3,245 congressional staff to aid them in effectively utilizing CRS resources. The orientation program for young people who work temporarily in Members' offices as interns was conducted 68 times, with 3,035 students participating.

A total of 143 briefings on the mission and services of the Congressional Research Service were conducted in the review period for noncongressional visitors. Among these more than 650 visitors were 209 members of parliament and parliamentary librarians, 110 cabinet-level officials of foreign governments, and 336 U.S. librarians from research, academic, state, and local public libraries nationwide.

In compliance with Public Law 88-246, Congressional Research Service compiled the manuals to be used in high school and college debates during the 1984-1985 school year. The high school debate manual, "How Can the Federal Government Best Decrease Poverty in the United States?," was issued as Senate Document No. 98-25. The manual on the college debate topic: "Should the U.S. Federal Government Significantly Increase the Exploration and/or Development of Space Beyond the Earth's Mesosphere?," was sent to the Public Printer in September, to be published as House Document No. 98-257. Copies of each of these documents will be distributed nationally by Members of Congress and the Superintendent of Documents.

Copyright Office

During the second half of 1984 the Copyright Office reached out to the communities it served: the authors and creators of original works whose creations are registered in the Copyright Office; the international community; the Congress of the United States; and its own staff.

In June 1984, the Copyright Office held a symposium on the origins and importance of international copyright. Guest speakers included Dr. Gyorgy Boytha, Director of the Copyright Law Division of the World Intellectual Property Organization, Copyright Office attorneys, representatives of other government departments, and private attorneys.

Preparations began in July for a major permanent exhibit that opened December 12 and displays the many contributions that the concept of copyright has made to American letters, art, and commerce. The exhibit, "By Securing to Authors: Copyright, Commerce, and Creativity in America," includes examples of landmark copyright cases as well as unusual items illustrating those case; one of the most notable is "The Maltese Falcon."

During this year the Copyright Office developed and began using two multi-projector slide shows. The more general of these, entitled "Authors, Artists, and Copyright," illustrates the importance of copyright to authors and artists and the complexities of copyright registration. The other, developed by the Licensing Division, explains the compulsory licensing systems administered by that office.

Consultative Management

In 1984 the Copyright Office continued to make major steps toward establishing consultative management as the dominant view among managers and staff and toward improving productivity based on this model. In July 1984, management representatives of the Copyright Office signed a three-year agreement with AFSCME Unions Locals 2910 and 2477 to extend the life of the Labor/Management Working Group organized to consult weekly on staff concerns. At the end of the year Executive Officer Grace Reed and Division Chiefs Bob Davis, Susan Aramayo, Ann Hallstein, Walter Sampson, Harriet Oler, and Winston Tabb, and Josie Hawkins and Keith Butler, representatives of the two Library of Congress unions, AFSCME Local 2910 and Local 2477, participated in the first meeting of the Labor/Management Satellite Groups, a meeting which celebrated more than three years of effort and negotiation toward institutionalizing consultative management at the staff level in the Copyright Office.

Consultative management, defined as a clear articulation of employee involvement in an organization's goals and efforts toward those goals, was proposed by the Copyright Office management team in 1981 as a solution to work backlogs and other problems related to productivity. Initial workshops held in 1982 with Copyright Office management crystallized a commitment to instituting consultative management as a method of operation in the Copyright Office. The Copyright Office followed up that commitment by offering training in the techniques of consultative management to all managers and staff.

International Issues

In September 1984, the Copyright Office submitted a report, "To Secure Intellectual Property Rights in Foreign Markets," to the U.S. Senate. The report was requested by Senator Patrick J. Leahy, a member of the Senate Subcommittee on Patents, Copyrights, and Trademarks of the Committee on the Judiciary, and Congressman Michael Barnes, chairman of the Subcommittee on Western Hemisphere Affairs of the Committee on Foreign Affairs in the House of Representatives. The report dealt with the piracy of American works, including books, sound recordings, and motion pictures in various regions of the world. Identifying and describing problem areas throughout the world, the report provided a specific agenda for congressional action.

In April, Register of Copyrights David Ladd, headed a U.S. Trade Delegation visiting Taiwan and Singapore where the progress of measures to curb international piracy was the subject of much discussion. In July, in the People's Republic of China, Mr. Ladd participated in a training program on copyright sponsored by UNESCO. Mr. Ladd found promising the progress of the Chinese toward the goal of the development of a copyright law in the next five years.

The Acquisitions and Processing Division

As the Copyright Office took steps toward improved control over the registration process through the installation of an online tracking system, COINS III (Copyright Office Inprocess System), the Acquisitions and Processing Division undertook a major reorganization to adapt to the COINS III system, combining two Units into a Data Preparation and Recording Unit that will perform the initial input of information.

The Copyright Acquisitions Unit continued to add significantly to the collections of the Library of Congress as new emphasis was placed on works of local history and genealogy, as well as on Hebraic works.

The Examining Division

During a year in which the number of annual registrations completed exceeded 500,000 for the first time in the history of the Copyright Office, the Examining Division continued to seek ways to increase its efficiency while maintaining a high level of quality.

A pilot project for the recordation of documents related to copyright begun in the Renewals and Documents Section featured cooperation between the Examining and Cataloging Divisions in an effort to experiment with a product line approach.

The chief of the Examining Division and several staff members took part in the planning for the implementation in the Copyright Office of the Semiconductor Chip Protection Act of 1984.

Harriet Oler was appointed as the new division chief. She was formerly senior attorney-adviser in the Office of the General Counsel of the Copyright Office.

The Information and Reference Division

Increasing both the quality and quantity of service to the public remained the most important task of the Information and Reference Division in the latter half of fiscal year 1984 as the division handled a 34 percent increase in calls to the Hotline recorders in the Public Office and an increase of 17 percent in inquiries made about the services of the Certifications and Documents Section. To solve the problem of continually engaged information lines, a contract was awarded near the end of the fiscal year for a phone system that will include an automatic call distributor with queuing capabilities.

New publications issued include "Copyright Registration for Sound Recordings," "Copyright Registration for Computer Programs," and "The Copyright Card Catalog and Online Files of the Copyright Office."

Winston Tabb, formerly assistant chief of the General Reading Rooms Division, was appointed division chief.

The Records Management Division

The Records Management Division began implementing its retention schedule for deposits by arranging for a re-selection by Library of Congress selecting officials of Copyright Office deposits. Some collections which were transferred in their entirety included sheet music to the Music Division, early title pages to the Rare Book and Special Formats Division, videotaped choreography to the Performing Arts Library, and the last of the Yiddish dramas to the Hebraic section.

The Cataloging Division

It was a year of cooperation for the Cataloging Division. The division cooperated with AFSCME 2910 in inaugurating a new promotion plan to allow staff members to gain a higher rating after demonstrating skills, and with other divisions in organizing a Documents Pilot Project to process documents on a product line basis.

Six published copies of the Catalog of Copyright Entries in microfiche were published and 27 additional CCE's were prepared for publication.

The Licensing Division

Changes in the policies of the copyright compulsory licenses made the second half of 1984 a year of challenge for the division. The division established a Cable TV Task Force to meet the challenge of a major rate adjustment put into effect by the Copyright Royalty Tribunal in late 1982 and upheld by the courts in December 1983.

Plans for the automation of the accounting systems of the division were also created.

Legislative Developments

Two major pieces of legislation related to copyright were enacted into law during the second session of the 98th Congress. The Record Rental Bill modifies the first sale doctrine in the copyright law so as to require the permission of copyright owners before sound recordings can be commercially rented. The Semiconductor Chip Protection Act of 1984 adds a new chapter 9 to the Copyright Act of 1976, providing a new kind of Federal protection against unauthorized reproduction for the three-dimensional layered circuitry designs of semiconductor chips, known as mask works.

Law Library

By the end of fiscal year 1984, the furnishing and outfitting of the Law Library in the Madison-compatible style was completed, ending the three-year transition period into new space.

The Near Eastern and African Law Division cele-

brated its twenty-fifth anniversary as one of the five divisions of the Law Library.

The Law Library began the calendar year with the number of full-time permanent positions increased to 101. During the second half of the fiscal year, Petru Buzescu, legal specialist for Romania, joined the staff. In June, Roberta Shaffer assumed her duties as the special assistant to the Law Librarian.

In order to evaluate the quality of service, staff members participated in a Library-wide user survey which was requested by the Congress. In keeping with the idea of assessing service to improve it, an in-depth analysis of automated serials control systems was undertaken, as was a review of office automation software.

During September, approximately 20 staff members took part in the in-house subject-oriented training sessions on the use of the LEXIS/NEXIS data bases. The concept behind the sessions was to expand the resources to which staff members might turn in finding highly current social, political, economic, and legal information affecting the comprehensiveness of their work products.

A new system for document entry was instituted in July for the online *Index to Latin American Legislation*. By the close of the fiscal year, 3,478 records had been input. The *Index* is now the most current it has been in the last five years.

The need for an Add-On Catalog in the Law Library Reading Room was eliminated (except for JACKPHY coverage) when complete "LAW" call numbers were added retrospectively to all machine-readable records created since January 1981. This was achieved through a cooperative venture between the Law Library and the MARC Editorial Division. MARC Ed contracted the input operation with the result that approximately 6,000 full "LAW" call numbers are available for all AACR2 monograph records. The complete "LAW" call numbers for 200 AACR2 MARC serials was achieved by September 1984. This involved adding call number information specifying binding label or routing format in the serial record visible files, as well as updating the call number field on the machine-readable serial records. Such complete call number information has already proven invaluable for easier and more efficient retrieval and identification of titles classified "LAW."

Interest in the Law Library during the second half of the fiscal year was evidenced by an increase in service to the Congress and other users, in the number of bibliographies generated, the amount of materials circulating in our Reading Rooms, and the rise in requests for photoduplication of materials.

A number of notable foreign visitors came to the Law Library during the spring and summer. Included among them were judges from Nepal, Zaire, South Africa, Australia, Denmark, Nigeria, the Congo, and Brazil; professors from Argentina, Egypt, Costa Rica, Italy, Greece, Yugoslavia, Turkey, Mexico, Chile, Canada, and Venezuela; and government officials from Norway, Sweden, France, Austria, Japan, Taiwan, Morocco, and Uruguay. In the fall, the Law Library participated in the interdepartmental visit of the deputy director of the Bundestag Library in Bonn, Germany. Dr. Hahn spent three weeks in the Law Library and visits were arranged for him by the Law Library staff to ten other law libraries in the Washington area.

At the annual meeting in June of the American Association of Law Libraries (AALL) a special committee was formed to review the status of the K (Law) classification scheme. The committee membership includes representatives from the Library of Congress, the AALL, and the Association of American Law Schools (AALS). The committee met for an initial exchange of ideas, and plans to continue to meet in conjunction with AALL and AALS conventions.

User aids have been added to the Law Library Reading Room which include a recent Law Library publication entitled, *Law Library Reading Room Collection Locator*. There is also an illustrated posted guide to assist readers in finding materials. The three public terminals enable users to directly access library-wide bibliographic systems.

The Law Library continues to produce publications that have broad appeal and address legal issues of interest to users. Spanish language materials were published as part of the continuing publication project on materials on American law in foreign languages. A 58-page publication also was issued on the recognition and enforcement of foreign judgments in various foreign countries.

Approximately 2,400 hours of restoration work was completed on Law Library holdings. This included special microfilming preparation of Hispanic legal documents, and full conservation treatment for an 1824 Justice Taney letter, an 1839 Lincoln legal writ, and a 1639 Ferdinand III decree. The valuable 1931 *Code Civil d'Haiti* was encapsulated in mylar and rebound into a five-volume set.

Processing Services

Two key vacancies in the department were filled on September 3 when Robert C. Sullivan, formerly chief of the Order Division, was appointed director for Acquisitions and Overseas Operations and Mary S. Price, formerly assistant director for Processing Systems, Networks, and Automation Planning, was appointed director for Bibliographic Products and Services.

In June the Network Development Office was reorganized and combined with the MARC Standards

Unit of the Automation Planning and Liaison Office. Sally H. McCallum, formerly assistant to the director for Processing Systems, Networks, and Automation Planning, was named head of the new Network Development and MARC Standards Office (ND/MSO). This reorganization is expected to improve the coordination of various Library projects relating to standards development and the MARC formats and increase the Library's effectiveness in fostering cooperation among U.S. libraries in the area of automation and networking.

A program meeting of the Network Advisory Committee (NAC) in Washington in April covered electronic information delivery systems and their effect on the publishing and abstracting and indexing environments. A collection of papers presented by the invited speakers at the NAC meeting is available from the Cataloging Distribution Service (*Electronic Information Delivery Systems*; Network Planning Paper number 9).

Processing Services staff worked closely with the Automated Systems Office (ASO) on the Linked Systems Project, a cooperative effort of the Washington Library Network (WLN), the Research Libraries Group (RLG), and the Library of Congress to implement computer-to-computer links. Major progress was made this year as the Library of Congress completed its telecommunications software, called the Standard Network Interconnection (SNI), and its Record Transfer software. The SNI will enable the different computer systems of the participating institutions to communicate. The Record Transfer software will support the first application using SNI—the online distribution of authority records from the Library of Congress and the online contribution of authority records to the Library's authority file. Online authority record distribution to RLG is expected to begin by the end of the year.

Discussions have been held with the British Library concerning a revised agreement for the exchange of MARC tapes. Many difficult issues have been raised in these discussions, including international copyright of MARC records and trade principles in the European Economic Community. By the end of the fiscal year, it appeared that the Library of Congress was close to an agreement with the British Library that would allow distribution of United Kingdom MARC records in the United States early in 1985.

Staff in the Shared Cataloging Division and ND/MSO conducted a study to evaluate the utility of cataloging data produced by national bibliographic agencies in other countries for supporting cataloging operations at the Library of Congress. MARC data from Great Britain, Australia, Canada, France, and Japan were analyzed for compatibility in formats and cataloging practices.

The tasks of the Working Group on International Authority Systems of the International Federation of Library Associations and Institutions (IFLA) were completed during the year with the issuance of *Guidelines for Authority and Reference Entries* (GARE), an international standard for the display of authority records. The Working Group was disbanded with a recommendation that IFLA begin a follow-up project to develop an authority format to transmit authority records in machine-readable form. Subsequently, a new Working Group was established with the head of ND/MSO representing the Library of Congress.

Content designation for machine-readable data files was added to the *MARC Formats for Bibliographic Data* as part of Update number 9, issued in September 1984. This update also provides new content designation for certain call number and subject added entry fields formerly used only by the Library of Congress, the National Library of Medicine, and other "authoritative agencies" so that these fields can be used generally by other institutions. The new USMARC Format for Holdings and Locations was given final review by the interdivisional Committee on Machine Representation of Bibliographic Information of ALA (MARBI) and the Library of Congress. The format, which supports the requirements of the National Information Standards Organization (NISO) standards for serial and non-serial holdings statements, so far as they have been established at the present time, will be available from the Cataloging Distribution Service by the end of 1984.

Staff in ND/MSO served as representatives on NISO Z39 Subcommittee D (Computer-to-Computer Protocols), NISO Z39 Subcommittee W (Non-Serial Holdings Statements), the Canadian Task Group on Computer Protocols, NISO Z39 Subcommittee N (Character Sets for Bibliographic Use), and the International Organization for Standardization, Technical Committee 46, Subcommittee 4, Working Group 1 (Character Sets for Bibliographic Use).

Acquisitions and Overseas Operations

Because the dollar remained strong in relation to non-U.S. currencies, the book budget was adequate to support the Library's needs for current materials both in the United States and abroad. Funds were also available for special purchases for the Library's collections of noncurrent materials. Acquisitions travel by staff in the Order and Exchange and Gift Divisions was possible this year. A trip to Scandinavia allowed the first consultation by a Library official since the blanket order arrangements were made in Denmark and Sweden. Trips were also made to South Africa, Switzerland, Portugal, and Niagara Falls (where the Library's

blanket order dealer for Canada is located). New blanket order arrangements were concluded with dealers for Russian emigre publications, for Greek law books, and for publications from the Philippines and Nigeria.

The acquisitions and overseas operations divisions participated in a systematic review of Library of Congress acquisitions activities and policies in a series of seminars chaired by the Collections Development Office. The divisions contributed significantly to the discussions and prepared detailed background surveys and evaluations for each area studies seminar. The divisions have instituted post-seminar reviews to evaluate the issues raised and to generate appropriate responses or activities.

The Exchange and Gift Division coordinated an arrangement with the National Library of China which authorizes them to supply the Library of Congress on a 6-month trial basis with specially prepared hardbound, embossed copies of the monographic titles the National Library of China forwards on exchange which are originally published in paper covers. The first shipment under this trial arrangement arrived during the second half of September.

A pilot project was undertaken in Latin America consisting of a special agreement with the National Library of Chile by which the Library of Congress will furnish retrospective MARC records in return for current Chilean commercial publications of equivalent monetary value. The formal agreement was signed at the end of September, paving the way for implementation in early fiscal year 1985.

The *Monthly Checklist of State Publications* entered its 75th year of publishing. The Documents Expediting Section increased its rates for subscriptions for the first time in 10 years.

During the second half of the fiscal year, it was determined that Indian rupees would be available only through fiscal year 1985 and Pakistani rupees possibly through fiscal year 1986 or 1987. The era of Special Foreign Currencies is coming to an end after supporting the acquisitions for South Asia for the Library and the leading research libraries in the United States since 1962. Planning began to convert the program to U.S. dollar support subject to congressional approval.

A major highlight of the year was the installation in New Delhi in January of three microcomputers and the implementation of the first phase of a project to provide machine-readable bibliographic data to the Library of Congress from distant field offices. By April the staff in New Delhi had keyed and shipped the first 150 records. Testing for loading the records into the Library's system occurred in the summer and was concluded for full implementation by September.

James Armstrong completed his tour as assistant chief of the Overseas Operations Division and returned to Nairobi as field director in June. Following this transfer, Alice Kniskern has served as assistant to the chief. In June, Gene Smith, field director, New Delhi, and in September, Eunice Gupta, field director, Karachi, had consultations at the Library. John Crawford, field director, Jakarta, Lygia Ballantyne, field director, Rio de Janeiro, and Mya Thanda Poe, assistant field director, New Delhi, had abbreviated consultations at the Library while in Washington on private visits.

Cataloging in Publication data was prepared for 18,284 titles during this reporting period, compared with 15,731 titles for the same period last year. Turnaround time continued to be excellent, with 93 percent of titles done in 10 working days or less.

Cataloging

The cataloging directorate set six administrative goals in February which provided a framework for the cataloging divisions in the second half of the fiscal year. The goals were to enhance use of the Library's automated system, to review cooperative cataloging endeavors, to increase productivity and production, to increase foreign language cataloging, to improve staff morale, and to reduce throughput time.

The cataloging staff rose to the challenges and increased by 12 percent the number of fully cataloged titles which complete the entire cataloging process—179,168 titles were completed in fiscal year 1984 compared to 159,498 in fiscal year 1983. The number of fully cataloged titles which completed the descriptive cataloging stage rose 26 percent, from 169,406 titles in fiscal year 1983 to 214,225. The number of new name authority records rose 97 percent, from 102,253 in fiscal year 1983 to 201,768, and the number of titles given minimal level cataloging rose 32 percent, from 22,435 titles to 29,604. The cataloging staff benefited from greater experience and expertise in the use of the online data base, from simplified procedures, and from fewer major changes in cataloging rules.

Increases in foreign language cataloging were evidenced by a 25 percent increase in titles cataloged in the Shared Cataloging Division, by modest increases in Arabic, Persian, Hebrew, and Turkish (both Ottoman and modern) titles, and by significant increases in Chinese, Korean, and Romance language titles.

The pilot project for Chinese, Japanese, and Korean (CJK) cataloging input to the RLIN data base concluded in the second half of the fiscal year. Nine descriptive catalogers, three preliminary catalogers, three subject catalogers, one decimal classifier, and the entire Shelflisting Section took part in the pilot project to input into RLIN 25 percent of the CJK monographic

titles cataloged at the Library. By the beginning of the next fiscal year, plans were under way to proceed with full implementation for 100 percent of the CJK monographic titles. The romanized portions of the RLG/CJK records will be loaded for use in the Library's internal system and for inclusion in the *National Union Catalog*. A separate MARC Distribution Service will make available the Library of Congress CJK records with both vernacular and romanized data. Printed cards will continue to be printed in the mixed vernacular and romanized format.

After the March implementation of the Music Online system, catalogers in the Music and Audiovisual Sections of the Special Materials Cataloging Division smoothly settled in to the online creation and update of MARC music records. Working initially with retrospective unprinted music records and printed cards for nonmusic sound recordings, the staff progressed to the cataloging of current materials and added over 5,000 new or converted records to the file by the end of the fiscal year.

The 31 institutions participating in the Name Authority Co-op (NACO) produced 34,533 authority records, a 41 percent increase over last year, and 12,176 bibliographic records for a 250 percent increase over last year. Almost 115,000 authority records have been contributed to the authority file through NACO which represents 10 percent of the total in this data base. In addition, NACO implemented four new name authority projects with the University of Illinois at Urbana-Champaign, the National Library of Agriculture, South Carolina State Library, and a group of libraries known as REMUS (Retrospective Music) operating under the coordination of the University of Wisconsin, Milwaukee. The Music Section provided training for the project director of the OCLC Music Users Group REMUS project who will, in turn, train the 12 REMUS participating libraries in authority procedures and serve as the funnel through which headings are forwarded to NACO.

After the successful completion of a pilot project, the Library of Congress and the National Library of Medicine (NLM) began a cooperative effort in the preparation of catalog records for forthcoming biomedical books received through the Cataloging in Publication program. The National Library of Medicine provides all descriptive cataloging as well as MeSH headings and NLM classification numbers, while the Library of Congress continues to provide its own subject headings and classification numbers. On October 1, the National Library of Medicine assumed full responsibility for descriptive cataloging of medical CIPs currently received by the Library of Congress, involving an estimated annual volume of 3,000 titles.

The Manuscripts Section, creator of the *National Union Catalog of Manuscript Collections*, celebrated its twenty-fifth anniversary on May 17 in ceremonies that extolled both the catalog and the catalogers who produce it. Business as usual proceeded and during this period editing for the 1983 volume and the cumulated 1980–1983 index was completed. Copy for the catalog volume, containing descriptions of 1,853 collections held by 82 repositories, was sent for printing in late September.

Rare book catalogers enjoyed a very productive period. Chief accomplishments were continued progress in cataloging the 1,200 Rosenwald reference collection volumes, bringing that project, begun last year, almost to a close; collective cataloging given the Library's 3,100-item Portuguese pamphlet collection; a pilot project to establish guidelines and procedures for the less-than-full level cataloging of the Rare Book and Special Collections Division's 30,000-item bound pamphlet collection; and hiring of the unit's first full-time rare book preliminary cataloger.

The Office for Descriptive Cataloging Policy took part in the Joint Steering Committee for Revision of AACR (JSC) meeting in Glasgow in September. The only Library of Congress proposal was for the addition of a stipulation for Indonesian personal names that will avoid initials as entry elements. The office also extensively revised the interpretation for cross-references (chapter 26 of AACR 2) and a new interpretation was formulated for handling the signs, symbols, and other normally unprintable characters that may appear in the transcription of data belonging to bibliographic description.

The outstanding event in the Subject Cataloging Division during the reporting period was the publication in June of the *Subject Cataloging Manual: Subject Headings*, available from the Cataloging Distribution Service. The *Manual* consists of approximately 500 pages of procedural instruction for the application of subject headings. This preliminary edition will be supplemented by additional instruction sheets as they become available.

In response to the cataloging directorate's emphasis on production, the Subject Cataloging Division put into force several measures which resulted in significant gains in production. Titles given LC classification and subject headings totaled 184,286, a 15 percent increase over the previous year. The number of titles shelflisted rose four percent, from 164,623 to 170,647 titles.

The See Also Reference Committee prepared a draft memo providing new principles for the provision of see also references in the Library of Congress Subject Headings. The memo was circulated to large research libraries and other concerned segments of the library community for comment. Comments were evaluated and a final version of the memo was prepared and will

be put into effect in December 1984. The last two Subject Headings Institutes were held in Seattle in April and in Chicago in September. A meeting was held in Chicago in September with ALA officials to plan for a new series of institutes on classification to begin in 1986.

Subclass *KDZ, KG*–KH, Law of the American, Latin America, and the West Indies was completed and forwarded for publication in July. A new cumulated edition of *Class L, Education* was forwarded for publication in August. A revision of the portion of *Class G* relating to maps of Canada was published in *LC Classification: Additions and Changes*.

The Decimal Classification Division completed work on schedule *004–006 Computer Science and Data Processing*. The division also revised the area tables for Japan and South Africa. The number of titles assigned *Dewey Decimal Classification* (DDC) numbers reached an all time high of 123,439 this year (a five percent increase over the 117,535 titles classified in fiscal year 1983). The division classifies all works in Chinese, English, French, and Spanish, and as many titles as possible in other European languages. Workshops on the use of the Dewey Decimal Classification were given in June in Houston, Austin, and Arlington, Tex.

The MARC Editorial Division was responsible for the conversion of 146,784 monograph records and 197,705 authority records. The data bases of verified records rose to 1,129,165 authority records, 62,900 series authority records, 1,954,891 books records, and 68,855 film records by the end of the fiscal year.

The division monitored the work of a contractor to replace older forms of name headings in MARC book records with AACR 2 equivalents. The project, called Bibliographic Flip or BibFlip, resulted in changes to 107,092 book records and is scheduled to be completed by 1986 with over 250,000 records having been changed. A contract was awarded at the end of the fiscal year for the SeriesFlip to begin; series headings will be updated to their AACR 2 forms in MARC book records. It is estimated that 30,000 book records will be changed. In May, a contract was awarded to make subject heading changes in 50,000 MARC book records; by September, 23,709 records had been updated.

Bibliographic Products and Services

In September with the appointment of a new director, the directorate called Processing Systems, Networks, and Automation Planning (PS/NAP) was reorganized and changed its name to Bibliographic Products and Services (BPS).

The Serial Record Division has been working with representatives of RTSD and its Serials Section to plan a series of serials institutes. They will focus on serials cataloging and the uses of cataloging records, standards, the *MARC Serials Editing Guide*, and CONSER. Six to eight regional institutes are planned to begin in the spring of 1986.

The CONSER Project and its satellites have experienced a great deal of growth and change during the past half year. Participant authentication has been implemented and a half dozen CONSER participants are now following the new procedures. Participants are also able to modify authenticated records. These changes will greatly hasten the update and distribution of records.

The United States Newspaper Program (USNP) has grown significantly. In the fall, five new participants joined the bibliographic phase of the project: Hawaii, Indiana, Iowa, and West Virginia as state participants, and Rutgers University.

The CONSER/A&I Project has been progressing extremely well and will exceed its goals. Records for over 90,000 serials titles will be processed through the project resulting in a very significant enhancement of the CONSER data base.

For over two years the division has been working with expert consultants, automation specialists, the Faxon Company, and the University of California at Los Angeles to study the feasibility of automating its serial record files and processes. Based on knowledge gained from a number of authorities, it has been determined that the automation development will proceed following internally produced requirements and specifications. Work on this formidable task is already under way.

A manual of the current accessioning procedures followed in the Serial Record Division has been written and will be available for purchase from the Cataloging Distribution Service.

By the end of this reporting period, filming by K. G. Saur Inc. of the 25,000,000 entries in the Library's Main Catalog was well under way. The filming, which began at the end of the alphabet, had been completed for the "X," "Y," "Z," and part of the "U" cards by the end of the fiscal year. With the retraining of the division's editorial staff completed, the last half of the year saw a rapid increase in the number of records entered in the *National Union Catalog* (NUC) data base. By the end of the year, the NUC data base contained over 25,000 records, a five-fold increase over the number of records in the data base at the beginning of the fiscal year. Approximately 825 records are currently being added to the online file each week.

Sixteen issues of publications in the *NUC* series were forwarded for duplication. The January through July 1984 monthly issues of *NUC Books* and the January through June 1984 monthly issues of *NUC U.S. Books* were sent to the printer in the second half of the fiscal year. Editorial preparation was also completed for the

January/March 1984 and the April/June 1984 quarterly issues of *NUC Cartographic Materials,* and *NUC, Audiovisual Materials*. In September the 1968–June 1984 issues of *NUC Register of Additional Locations Cumulative Microform Edition* (RAL) was sent to the printer for duplication. The RAL automated data base now contains 33,681,758 locations for 4,239,084 entries. In addition, editorial preparation was completed for the 1977–September 1983 and 1977–December 1983 issues of the *Name Authorities Cumulative Microform Edition*. The thirty-five year (1948–1983) cumulation of *Newspapers in Microform* was sent to the printer in April. Editorial preparation was also completed on the January to June 1984 issue of *Music, Books on Music and Sound Recordings* and the 1983 annual of the *National Register of Microform Masters*.

The Cataloging Distribution Service (CDS) shipped the last issues of the printed bookform *National Union Catalog* and *Subject Catalog* (the 1982 annual editions) to subscribers in the spring. The first music cards printed for distribution from MARC records were received by CDS in September.

CDS began to offer three new services to the library community. The first is called Select MARC in which MARC records are retrieved from the MARC data base by specific Library of Congress card numbers supplied by a customer and transmitted from CDS to the customer on magnetic tape. The Custom Selected MARC files services allows compilation of MARC records based on intellectual parameters set by the customer, such as LC classification number ranges, languages, and geographic coverage. In the MARC Abbreviated Searching Records service CDS provides customers with abbreviated records from the MARC Books file to be used as an intermediary search tool for conversion efforts.

The Automation Planning and Liaison Office coordinated the following activities during this reporting period: the development and planning efforts leading to a Visual Materials Online System; the analysis of requirements and planning for Subject Authorities Online; the definition and design of the second phase of the National Union Catalog system; the evaluation of office automation and bibliographic processing support needs for the Library's field offices; the development of requirements for a new application to convert Serial Record Division visible file data into machine-readable form; and the definition of specifications for *NUC Newspapers,* which will be computer-produced, replacing *Newspapers in Microform*.

Research Services

Acquisitions

The Library acquired some notable rarities in recent months, including a large collection pertaining to Sergei Pavlovich Diaghilev, the Russian choreographer and founder of the Ballets Russes. Mrs. Ira Gershwin donated the recently discovered manuscript of George Gershwin's two-piano arrangement of *An American in Paris*. The presentation took place in connection with the Library's first Gershwin concert on September 29, at which the arrangement had its American premiere.

The single most valuable book acquired by the Rare Book and Special Collections Division in 1984 was the edition of Virgil's works (1501) printed by the great scholar-printer, Aldus Manutius.

Automation Training

The General Reading Rooms Division has begun a new public training program for users of the Library's online systems which is presented in the Library's new Automation Orientation Center. More than 1,000 users and staff have received training during the year.

Microfilm Projects

Three projects of long standing have been concluded. The Library has acquired, in 201 reels, the microfilm of the Holland Land Company records, located in Amsterdam. Discussions about filming this collection began in the 1920s (see the report of the Photoduplication Service for information about availability). Likewise, the Library completed a 20-year program to describe, partially index, and film the records of the Alaskan Russian Church in the Manuscript Division. A 250-page guide has been prepared and a 401-reel microfilm edition issued. A five-year project to film South Manchuria Railway Company titles was also completed in 1984.

Progress of the Inventory

Congress approved extension of the indefinite positions authorized for the inventory. According to the present pace, the inventory will be virtually complete by that date. The major accomplishment in 1984 has been the completion of the inventory of Class H (Social Science) that contains nearly two million volumes.

Preservation

Congressional approval was secured to construct a separate deacidification facility, to be built at Fort Detrick in Frederick, Md. (see report of Legislation Relating to the Library). It is projected that the plant will be operational by late 1987. It is designed to treat up to one million items annually, including all of the Library's incoming receipts and many volumes already on its shelves.

The County Atlas Project was completed one year ahead of schedule at a savings to the Government of more than $150,000. Some 1,300 atlases have been

cleaned, deacidified, and bound over the life of the project.

Public Programs

A two-day program on "George Orwell and *1984*" was held April 30 and May 1, with an outstanding international lineup of Orwell experts: Jenni Calder, Bernard Crick, Peter Davison, Denis Donoghue, Alfred Kazin, Jeffrey Meyers, Nathan Scott, Jr., and Peter Stansky. Northrop Frye also lectured at the Library in April, making the spring program an active and substantial one. Robert Fitzgerald was appointed Consultant in Poetry, but was unable to assume his duties in September because of illness. Pending his recovery, Reed Whittemore, who was Consultant in Poetry 1964–65, is serving as Interim Consultant.

The First Festival of American Chamber Music was held in the Library April 27 through May 25. The series of concerts was opened by Richard Bales and his National Gallery Orchestra in a program which included two of his own works. Mr. Bales was cited by the Library for his "lifelong championship of his country's music." Robert L. Marshall, the Library's first Harold Spivacke Consultant in the Music Division, presented a lecture in September to inaugurate a yearlong celebration by the Music Division of the tricentennial of Johann Sebastian Bach.

In its first full year of operation the Mary Pickford Theater screened 101 films, primarily from the Library's collections, on 71 evenings throughout the year.

Personnel

Sara Castro-Klarén was named chief of the Hispanic Division. Dr. Castro-Klarén formerly headed the Department of Spanish and Portuguese at Dartmouth College, where she taught Latin-American and comparative literature.

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